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**Residential Custom Home Checklist**

- ☐ If property is located in a flood plain obtain a Flood Control Use permit application from Development Services Department (DSD) first then go to Maricopa County Flood Control prior to submitting plans to DSD.
- ☐ Design review approval letter from Planning & Zoning.
- ☐ 1<sup>st</sup> review of the grading civil plans must be completed prior to submitting building plans to DSD.
- ☐ Site / plot plan (2 copies). Include vicinity map.
  1. Label and provide all property line dimensions, show all structures and label the intended use. List the parcel number and owner's name
  2. Indicate setbacks from property lines and distances between buildings, label the use of all adjacent parcels
  3. Include a north arrow and scale
  4. Show and label all easements (i.e., drainage, ingress / egress, public utility easements, etc.) and show washes on property
  5. Indicate dedicated street access and names
  6. Show all building dimensions. Indicate square footage with summary of all livable, garage/carport, patios, and porches including detached structures. Include existing, new, and total lot coverage and square footage
  7. Single-family residences that require detailed technical / engineering review are required to be sealed by an appropriate professional, registered in the State of Arizona. Seal must be current and signed with expiration date
- ☐ Plat Map – Lot and plan # front setback, elevation, north arrow, street name (if applicable)
- ☐ Construction Plans (2 sets), drawn to scale
  1. Foundation plan including complete foundation details
  2. Roof and floor framing plans
  3. Cross sections and connection details for both longitudinal and transverse
  4. Elevations with height dimensions (front, side & rear) (include all fencing)
  5. Floor plan showing electrical, plumbing and mechanical fixture and appliance locations
  6. If gas is being used, then a gas piping isometric drawing and BTU count are required
  7. Plumbing waste and vent isometric
  8. Custom plans cannot show options
  9. Electrical plan
  10. A one-line diagram and load calculations are required for work that includes a new or modified 200 amp electrical service.

- ☐ Structural calculations (2 copies)
- ☐ Truss Calculations (deferral optional)
- ☐ Fire Sprinkler Plan (if applicable, deferral optional)
- ☐ Soils report (if on engineered fill or other than 2018 IRC allowable bearing pressure)
- ☐ Recorded Official Deed/Proof of Ownership
- ☐ Current Assessor's parcel number
- ☐ If property is on public water and / or sewer, a letter from the provider indicating they have agreed to provide service is required prior to approval